

**MINUTES  
YANCEYVILLE TOWN COUNCIL  
January 3<sup>rd</sup>, 2017  
7:00 PM**

The meeting of the Town Council was held in the Council Chambers at the Yanceyville Municipal Services Building on January 3<sup>rd</sup>, 2017 7:00 PM.

**Council members present:** Alvin Foster, Mayor, Odessa Gwynn, Mayor Pro Tem, Margie Badgett-Lampkin, Brian Massey, and Keith Tatum.

**Staff:** Brian Collie, Town Manager, Lee Farmer, Town Attorney, and Kamara Graves, Assistant Town Clerk

**Item 1: Call to Order**

Mayor Alvin Foster called the meeting to order at 7:00 PM. Meeting opened with silent prayer. He asked all to stand for the pledge of allegiance. Mayor Foster also stated that the Yanceyville Town Council rules and procedures reflect the revisions of the North Carolina open meeting law of the North Carolina General Statutes, a copy of the Yanceyville Town Council rules and procedures are available upon request.

**Item 2: Review and Adoption of Agenda – Mayor & Council**

Mayor Foster then asked Council for a motion to approve the agenda as presented with any additions or deletions. Mayor Pro Tem Gwynn made a motion to approve the agenda. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

**Item 3: Consent Agenda- December 6<sup>th</sup>, 2016 Minutes**

Mayor Foster asked Council to review the minutes from the December 6<sup>th</sup>, 2016 Town Council Meeting. Mayor Pro Tem Gwynn made a motion to adopt the consent agenda from December 6<sup>th</sup>, 2016 as presented. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

**Item 4: Public Comment**

Mayor Foster asked “Mr. Collie, did anyone sign up for public comments?”  
Town Manager Collie stated, “no”.

**Item 5: Cemetery Use Policy Review & Adoption**

Town Manager Collie stated that Council had reviewed and discussed the Cemetery Use Policy in the last Council meeting.

Town Manager Collie stated, “that after we adopted the Cemetery Plot fees, this was a policy that Ms. Graves and myself had drawn up for the Town after reviewing several other existing cemetery policies, within the state of North Carolina. So, if you have any questions, suggestions, or concerns you may address them at this time.”

Councilman Badgett-Lampkin asked the size of the monument and markers, 52 inches by 18 inches (double) and 28 inches by 16 inches (single). Which is width and which is height?

Town Manager Collie explained that the 52 inches in the width 18 inches in height (double), and 28 inches in the width 16 inches in height (single).

Councilwoman Badgett- Lampkin asked if markers and tombstones considered the same thing? She stated in one section of the Cemetery Use Policy it stated monuments and markers and in another section, it stated defacing tombstones or monuments.

Town Manager Collie stated “yes monuments and markers are the same as tombstones.

Mayor Pro Tem Gwynn stated that the Cemetery Use Policy was a draft. She pointed out on page three of the policy the second paragraph down and the last paragraph on the page were the same.

“Citizens should not contact the Town to mark gravesites or monuments. Funeral homes and monument companies are responsible for making these arrangements.”

Mayor Pro Tem asked, should it be listed twice on the page?

Town Manager Collie stated the paragraph is inserted after each section  
Example: If you are just reading a particular section that information is still covered.

Town Manager Collie said this is a policy and not an ordinance. It speaks to the reader and not a court of law. The Cemetery Use Policy is a working process this is new to the Town. We need to have a policy in place. If it doesn’t work, we can make amendments.

Mayor Pro Tem Gwynn stated that she thinks the Cemetery Use Policy as it reads is a good start for the Town of Yanceyville.

Mayor Foster asked Council for a motion to adopt the Cemetery Use Policy. Mayor Pro Tem Gwynn made a motion to adopt the Cemetery Use Policy. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

#### **Item 6: Certificate of Sufficiency for Voluntary Annexation**

Attorney Lee Farmer stated, “this was a petition that was filed by the H. Fowlkes Lee Estate, and I have given Mr. Collie the necessary certificate, and under state law he has to certify that the property qualifies. A portion of this property is adjoining another track

of land that is already in the Town. So, the certificate is accurate that he signed we can advertise it for annexation in the February meeting, all Council will have to do is file it tonight.”

Mayor Foster asked Council for a motion to accept the voluntary annexation by filing the certificate. Councilman Massey made a motion to accept the voluntary annexation for filing the certificate. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

### **Item 7: Town Property Security System Discussion**

Town Manager Collie stated that he had submitted a memo to Council on the Town Property Security System Discussion. He stated a couple of months back he brought before Council an initial quote from Carolina Video Security, Inc (CVSI) for \$27,000. The quote included access control and surveillance cameras at town hall, cameras at Maud Gatewood Park, cameras and an access control gates at both the water and sewer plant. Without changing anything from our initial quote CVSI was given the to go ahead to draw up the exact plans for the project and come back with an exact cost before starting the project. Town Manager Collie stated that he was alarmed when he received a cost of \$65,575. This being \$38,575 over the initial quote of \$27,000 and with no changes.

Town Manager Collie stated, being that the project could possibly be over \$50,000 we should submit a request for quotes to solicit companies to contact us and submit quotes. Council would review their applications and prices. The companies would come before Council and we would choose. If the funding is available, we would move forward with the project. So, I’m asking for a consensus to pursue the recommendation.

Mayor Pro Tem Gwynn stated, “the security system is needed in view of insurance purposes as our attorney has explained. Mayor Pro Tem Gwynn asked Town Manager Collie, “are there small Towns that you can check around and see what kind of system they have?”

Town Manager Collie, replied that he had contacted other Towns inquiring about the systems they use. CSVI was a company that was highly recommended by other Towns. Town Manger Collie stated when he submitted the project to CSVI he only requested the bare minimal of what the Town needed.

Town Manager Collie suggested outside of contacting other Towns we should submit a request for quotes and have it as board spectrum as possible to attract companies that would like to do business with the Town and allow companies to submit bids.

Town Manager Collie stated, “I want the Council’s consensus on pursuing this project by submitting the request for quotes and to advertise for a specific period of time.”

Mayor Foster stated, “advertise what we need, and see what we are able to get back.”

### **Item 8: Town Manager Report**

Town Manager Collie stated, “I have attached information on the cemetery and museum sign estimates and drawings from Power Signs Company. We have used in the past. They put the Town logo on some of the Town’s vehicles, and did a good job.”

Town Manager Collie stated, “the sign for the Yanceyville Museum of Art will be placed on the brick surface on the secondary entrance of the building that leads into the museum. The sign and location of where the sign would be place was mentioned in the past when the museum was first put into place.

Attorney Farmer stated, actually it is a painted area on the brick surface that is designated for the sign to be placed. It was initially supposed to be placed there, but the process was never completed.

Town Manager Collie, stated that sign would resemble the attachment given to Council. The gold lettering would be raised from the emblem to match the Town Seal on the front of the building, priced at \$1,200.

Councilwoman Badgett-Lampkin stated “no” to the drawings(illustration) attached to the agenda. Councilwoman Badgett -Lampkin suggested that it needed to be some type of filler and or picture on the actual signs to let people know what the sign represents. Councilwoman Badgett-Lampkin suggested that having pictures on the signs would help individuals who are not able to read. She stated the drawing on the page with the sign for the Yanceyville Cemetery logo was a filler and could it possibly be changed.

Town Manager Collie explained that the picture(sketch) was there just to indicate size perception and depth of the sign.

Attorney Farmer explained that the drawing was a part of the computer software used to create the sign.

Councilwoman Badgett-Lampkin suggested that on the Yanceyville Art Museum to have an artist pallet or paintbrush included on the sign as a representation of the words. Councilwoman Badgett-Lampkin expressed that the price for the signs by Power Signs was too expense just for the words.

Attorney Farmer explained that all signs associated or describing the Town of Yanceyville only has the Town Seal.

Town Manager Collie asked Council if they wanted him to pursue other companies for prices inquires.

Mayor Foster suggested that Manager Collie check with other companies so see if the price given by Power Signs was consisted with other companies in the market.

Town Manager Collie stated that he would check with other companies, and bring it back before council next month.

#### **Item 9: Closed Session – G.S. 143-318.11 Contractual**

Mayor Foster asked Council for a motion to go into closed session General Statues 143-318.11- Contractual. Councilwoman Badgett-Lampkin made a motion to go into closed session. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Mayor Foster asked Council for a motion to come out of close session General Statues 143-318.11- Contractual. Mayor Pro Tem Gwynn made a motion to come out of close session. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Mayor Foster asked Council for a motion to go back into regular session. Mayor Pro Tem Gwynn made a motion to go back into regular session. The motion was seconded by Councilwoman Badgett-Lampkin and passed with a unanimous vote.

#### **Item 10: Studio Property Contract Discussion**

Mayor Foster stated, “at this time Council does not have anything to present to the public on the studio project.”

#### **Item 11: Informal Discussion/Public Comment- Discussion & Comments must directly relate to agenda items**

Community Stakeholder Albert Tardy asked, “would the sign be showing the location of the cemetery? or would the sign be located at the cemetery?”

Town Manager Collie replied, “the sign would be at the cemetery.”

Mr. Tardy replied, “if you are located at the cemetery, then you should pretty much know that it is a cemetery.”

Town Manager Collie stated, “the sign would be there to denote that the Cemetery belongs to the Town of Yanceyville .”

Community Stakeholder Kim Monroe asked, “Is the \$1,200 just for the sign for the Yanceyville Art Museum, and what is the price for the Yanceyville Cemetery sign?”

Town Manager Collie replied, yes, the \$1,200 is just for the sign for the museum, and \$700 for the cemetery sign. The sign for the cemetery is vinyl and the sign for the museum is steel. Installation for both signs would be \$300 with a total of \$2200 for signs and installation.”

**Item 12: Adjournment**

Mayor Foster asked Council for a motion to adjourn. After no further discussion, Councilman Tatum made a motion to adjourn. Mayor Pro Tem Gwynn seconded the motion that passed with a unanimous vote.

Brian Collie, Town Manager/Clerk, and Kamara Graves, Assistant Town Clerk prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting. A detailed account of this meeting is available for review on tape at the Yanceyville Municipal Services Building.

Respectively Submitted:

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Alvin Foster, Mayor

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Brian Collie, Town Clerk

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Kamara Graves, Assistant Town Clerk